
Town of Harwich, Massachusetts

Position Title: Program Aide - Chef

Department: Council on Aging

Statement of Duties

This position is to plan, cook and serve nutritious meals for senior participants of the Council on Aging.

Essential Function

The essential functions or duties listed below are intended only as Illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Menu plan for Senior Dining Program, Supper Club and any Department functions i.e. Emergency Management/Storm coverage;
2. Maintain kitchen and shop for groceries with vendors such as U.S. Foods, Sysco Foods, Stop and Shop, Shaw's, B.J.'s etc.;
3. Prepare, Cook and serve meals;
4. Work on special projects as directed.
5. Direct all "Kitchen Aide" Volunteers for his/her program, reviewing OSHA and Serve Safe Safety regulations at least annually.
6. Work directly with Family Pantry of Harwich for supplies when available for dining program

Supervision

Works under the direction of the Council on Aging Director.

Minimum Qualifications

Education and Experience

High School education or equivalent required with a minimum of 2 years restaurant or culinary training and 2 years experience working with senior citizens in a culinary environment is preferred. MA Serve Safe required. CPR/AED certification is required and renewed annually. Ability to deal tactfully and appropriately with the general public is required.

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Licenses and Certifications

Must possess or be able to obtain and maintain a valid Massachusetts driver's license.

Knowledge, Skills and Abilities

A candidate for this position should have:

Physical and Mental Effort

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to use hands to slice, chop, finger or handle and talk or hear; required to stand and walk; and reach with hands and arms; able to climb and kneel. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, color, peripheral, depth perception and distance vision. This position requires the ability to operate a computer and printer, fax machine, copy machine, calculator and voicemail. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

Work Environment

Work is performed in commercial restaurant kitchen. Frequent contact with other employees, other Town of Harwich departments, the Friend's group and the general public.

<p>External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
